

# FLORIDA STATE HISTORICAL RECORDS ADVISORY BOARD

## STRATEGIC PLAN 2005-2010

### ISSUES, GOALS, AND OBJECTIVES

*Issue One:* Preservation of records that document the culture, government, and people of the State of Florida.

Florida's historical, current, and future records are a resource that cannot be regained, once lost. They must be preserved for the future and rescued from being irreparably damaged, destroyed or lost. Records that are in good condition can be threatened unless there is adequate disaster planning and records protection. Preservation of records in all media insures the possibility of future access and protects the rights and privileges of the citizens of Florida.

#### *Goal:*

- Preserving the documentary history of Florida's people and culture.

#### *Activities:*

- *Support the development of preservation programs for historical records repositories through education, training and funding.*
- *Increase public awareness of the importance of records preservation through the development and coordination of programs among Florida repositories, city and county and other local records entities, as well as professional associations.*
- *Develop and support programs for the identification and protection of vital records.*

#### *Objectives:*

- *By 2010, there will be at least a 10% increase in the development of preservation programs.*
- *By 2010, 25% of historical records repositories and records managers will indicate the general public and administration have a moderate awareness of the importance of records preservation.*
- *By 2010, 50% of historical records repositories and records managers will indicate the development of a vital records program.*

## *Issue Two: Electronic records.*

Records are increasingly created in electronic form. Florida's citizens and governments face the challenge of managing and preserving this information in such a way that it is complete, reliable and accessible. Archivists and records managers must be constantly aware of technological changes that impact the long term preservation and accessibility of electronic records. Communication and cooperation among information management professionals, both statewide and nationally, will ensure that electronic records are available to Florida's citizens.

### *Goal:*

- *The Records community will incorporate sound principles of electronic records management throughout the life cycle of the record.*

### *Activities:*

- *Support the development of educational and training programs.*
- *Collaborate with and participate in statewide and national initiatives.*

### *Objectives:*

- *By 2010, encourage a minimum of **three** professional organizations to have electronic records program sessions held at annual meetings per year.*
- *By 2010, provide technical information in cooperation with the Division of Library and Information Services **three** times per year in the Department newsletter.*
- *By 2010, 100% of SHRAB funded programs incorporating electronic records programs shall adhere to relevant electronic records standards.*

## *Issue Three: Access to Florida's historical records.*

Access to public records is the Florida citizens' constitutional right. Citizens also have a strong interest in other types of historical records. Historical records are maintained by both archival and records management programs. Access refers to the ability to use records. Demand for improved access to records in all formats is strong. The public is aware of the possibility of sharing information about records and accessing digitized versions of the records through the internet. Citizens expect to be able to find and locally access materials from all over Florida using the tools of the twenty-first century.

*Goals:*

- *Florida's citizens will have statewide, remote access to information on the location of historical and current records.*
- *Florida's citizens will have local access to selected documents in electronic format.*

*Activities:*

- *Provide workshops, in cooperation with other organizations, on basic archival arrangement and description practices.*
- *Cooperate with organizations in identifying records that should be made available in electronic format.*

*Objectives:*

- *By 2010, at least 40% of a representative sample of Florida's historical records repositories and government agencies will indicate on a survey that finding aids and indices or catalogs of holdings are in electronic format and accessible through public electronic networks.*
- *By 2010, at least 30% of a sample of historical repositories and government agencies will be using technology to make portions of the records they manage available in electronic format.*

**FUNDING PRIORITIES**

SHRAB funding priorities are as follows:

Level One Priority

- Preservation
- Electronic Records
- Access